



Dear Caregivers, Parents and Staff,

The Children's Services Auxiliary is pleased to be able to continue providing funding and support to address the unmet needs of Ventura County's court-dependent children. All children with an open dependency case with Ventura County Court and Children & Family Services are able to access funding throughout the case, prior to its closure. As the need grows for families to access resources we are extending our support to Guardianship and Family Maintenance cases. These cases will have the ability to submit for reimbursement funding up to 90 days after establishing Guardianship or returning home to parent(s). CSA provides reimbursements as funds are available. Funding is not guaranteed. The 2019 reimbursement procedures and forms are included with this letter.

The Guidelines documents lists the expenses the Auxiliary is currently funding. Please keep in mind there is a limited amount budgeted for each of these categories. All efforts must be made to utilize alternative funding sources where available. If it is appropriate, children (especially teens) are expected to make every effort to help themselves earn needed funds by participating in fundraising efforts, or through their own employment and savings to offset the cost of a school activity or registration for a youth sports team or other expense.

In addition, we are able to provide refurbished computers for high school students. Please contact the Foster VC Kids team for details at [HSA-CFS-Resources@ventura.org](mailto:HSA-CFS-Resources@ventura.org).

For online information or to download a form that can be filled out on your computer, please go to <http://www.csavc.org/reimbursement-procedures.html>.

Sincerely,

Leeann Cunningham-Mesa, President  
Children's Services Auxiliary

# Receipt Guidelines

## About Us

The Ventura County Children's Services Auxiliary (CSA) is an *all-volunteer* 501 (c)(3) nonprofit organization founded in 1983, with no paid staff positions. While the Children's Services Auxiliary works very closely with the County of Ventura, we are a free standing organization.

For over 35 years, our mission has been to meet the unmet needs of Ventura County's court-dependent children (foster care, group homes, Casa Pacifica, relatives, guardians and court supervision). There is an estimated 800 or more children in the system at any point in time.

## Reimbursement Request Process

With so many children in need of support, it is with great necessity that we standardize our Spending Guidelines. Our Mission is to support the ongoing needs of our foster families and with that said, we need to be able to offer services to as many families as possible. Please read the following items carefully. You can contact the Foster VC Kids at [hsa-cfs-resources@ventura.org](mailto:hsa-cfs-resources@ventura.org) with any questions.

## Procedures

- If any other funding source is obligated to pay for an expense, that source must be exhausted prior to requesting CSA funds.
- Medical/Dental category requests will only cover expenses not covered by Medi-Cal. This must be submitted as a special request and include a denial letter.
- Funding is not guaranteed without prior approval and is subject to availability of funds.
- Approval is requested by calling/emailing Foster VC Kids at (805) 654-3220 or [hsa-cfs-resources@ventura.org](mailto:hsa-cfs-resources@ventura.org)
- Requests **MUST** be submitted by Caregiver (Foster, Resource Family, Relative and Group Homes, or CASA).
- All claims **MUST** be submitted by the 30<sup>th</sup> of every month to be considered for reimbursement the following month.
- ILP (Age 16 -21) funds can be requested as direct vendor pay vs. reimbursement.
- Each receipt must be accompanied by a CSA claim form. Please use a separate claim form for each child or expense.
- For your convenience, a few blank claim forms have been included here along with the SAMPLE form below. Additional forms are available on our website at [csavc.org](http://csavc.org) or at [fostervckids.org](http://fostervckids.org).
- Requests for reimbursement will only be considered within 90 days of original purchase.
- Reimbursement checks may take up to 60 Days to process.
- Please submit your claim **ONLY ONCE**. Multiple submissions result in extra processing times and delays in reimbursement.
- CSA has the right to deny any claims due to fraud, misrepresentation, or abuse of CSA systems.
- CSA reserves the right to conduct audits on any or all monthly requests for reimbursement.
- If a request is selected for audit, and there is no response from claimant or the retailer, the claim may be denied.
- **Lost check fee cost – Bank fees incurred with a lost check will be deducted from the reissued check (non ILP only, up to \$30 per check).**

## Receipt Requirements

- Hand written receipts will not be accepted unless the business name, address, phone number, date and a clear description of the expense, is included. All receipts must be LEGIBLE.
- All receipts must **ONLY** display items that were purchased for the DEPENDENT child(ren); no other purchases can be displayed on receipt.
- Invoices are not allowed (**unless ILP**). Purchases **MUST** be made for reimbursements to qualify.



**REIMBURSEMENT REQUEST FORM (SAMPLE FORM)**

DATE: **January 4, 2019** Child's Name (First Name Only): Michael Age: 15

Payable to Name: **Mary and David Fosters**

Mailing Address: **1313 Mockingbird Lane**

City: **Ventura** State: **CA** Zip code: **90000** Phone Number: **(805) 865-5309**

Amount requested: \$**235.43**

PURPOSE OF REQUEST:

**Softball Registration for Male/Female - \$165.00 and Softball glove \$70.43**

*By signing this document, you are aware that Children's Services Auxiliary (CSA) is not associated with Children & Family Services (CFS) of Ventura County. CSA, which in this situation includes our accounting firm, will have access to the information provided on this form. We will not disclose information to anyone outside of CFS, CSA and our accounting firm without your written consent.*

SUBMITTED BY: *Mary D. Foster*

**Submit Claim ONCE ONLY via any of the following:**

Mail: Foster VC Kids or Email: [hsa-cfs-resources@ventura.org](mailto:hsa-cfs-resources@ventura.org)  
4651 Telephone Rd, Suite 300  
Ventura, CA 93004  
(805) 654-3220

**CSA Office Use only – DO NOT WRITE Below this point:**

Eligible (choose 1):  ILP or  Auxiliary

BUDGET NUMBER: # \_\_\_\_\_ CATEGORY: \_\_\_\_\_

Verified By: \_\_\_\_\_

CSA Approval (Initials): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

CSA Denial (Initials): \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

